



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100  
PHOENIX, ARIZONA 85007  
(602) 364-1003  
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

### HOA ADMINISTRATIVE HEARING INSTRUCTIONS

#### Section 1- Background Information

1. Check whether you are a homeowner or a condominium or planned community.
2. If you are the Homeowner please list your name, address and daytime phone number.
3. If you are a condominium or planned community please list the name of your entity, the organization's address and a daytime phone number.
4. If the condominium or planned community has a company responsible for its management please list the name, address and daytime phone number.

#### Section 2- Complaint

1. Check box A if the complaint is a violation of the Condominium or Planned Community provisions (CC&R's)  
Check Box B if the complaint is a violation of the Condominium or Planned Community Statutes (Title 33).
2. If you checked box B and the alleged violation is a statute please specify the subsection here.
3. Specify the alleged violation. Be specific, and do not generalize. If you are filing a single violation complaint you will only fill out this section. If you are filing a multiple violation complaint you will complete and print additional complaint forms. These forms are available on our website.

#### Section 3- Relief Requested

1. What type of relief are you requesting as a result of this Petition? Check one or more areas of relief.

#### Section 4- Witnesses

1. Please specify the number of witnesses, if any, you plan to call to the hearing.

#### Section 5- Signatures

1. Print, sign and date the Petition. If the Petitioner is an Association please give the title of the person signing

Please remit your Petition for a hearing to:

Attn: HOA Department  
DEPARTMENT OF FIRE, BUILDING & LIFE SAFETY  
1110 W. Washington Ave., Suite #100  
Phoenix, AZ 85007  
[Beth.soliere@dfbls.az.gov](mailto:Beth.soliere@dfbls.az.gov)